



# CITY OF HOUSTON

## Job Posting

	DJB	correction	correction	correction
1	Applications accepted from:		ALL PERSONS INTERESTED	
2	Job Classification		Web Designer	
3				
4	Posting Number		107100	
5	Department		Parks and Recreation	
6	Division		Director's Office	
7	Section		Communications	
8	Reporting Location		2999 South Wayside Drive	
	Workdays & Hours		M-F, 8 A.M - 5 P.M*	
	*Subject to change			
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b> The qualified individual will conceptualize, design and develop the layouts and users interface of web pages, content and applications. Develop concept, interface design and architecture of the department's website and intranet pages. Refresh website content to ensure accuracy and timeliness of information. Perform regular site updates and conduct periodic usability tests of web applications and links ensuring effective use and display of information. Author HTML pages. Translate material to machine-readable format (HTML). May integrate video/audio into interactive or multimedia presentations. Coordinate activity with technical support staff and operations management to ensure continuous access to the department's website. May provide web-related technical support and training to employees. Stay abreast of industry trends and applicable technologies, including scripting, authoring tools, graphic design tools and new languages. Integrate new technology. May handle special projects as requested and perform other duties as assigned			
10	<b>WORKING CONDITIONS</b> This position is physically comfortable the individual has discretion about walking, standing, etc.			
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Associate's degree in Graphic Arts Technology, computer information technology or a closely related field.			
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Three years of experience in developing, designing and building web pages or a website for a large organization are required. Two years of additional experience in developing, designing and building web pages or a website for a large organization may be substituted for the degree requirement. Bachelor's degree in computer science, information science or a closely related field may be substituted for the above education requirement and two years of the experience requirement.			
13	<b>MINIMUM LICENSE REQUIREMENTS</b> A Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).			
14	<b>PREFERENCES</b> Preference will be given to applicants who are bi-lingual speaking candidate.			
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> None			
16	<b>SAFETY IMPACT POSITION</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.			
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range – Pay Grade 21 \$1,211 - \$1,660    Biweekly    \$31,486 - \$43,160    Annually</div>			
18	<b>OPENING DATE</b>		October 12, 2005	
19	<b>CLOSING DATE</b>		Open Until Filled	
20	<b>APPLICATION PROCEDURES</b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9471.</b>  An equal opportunity employer			